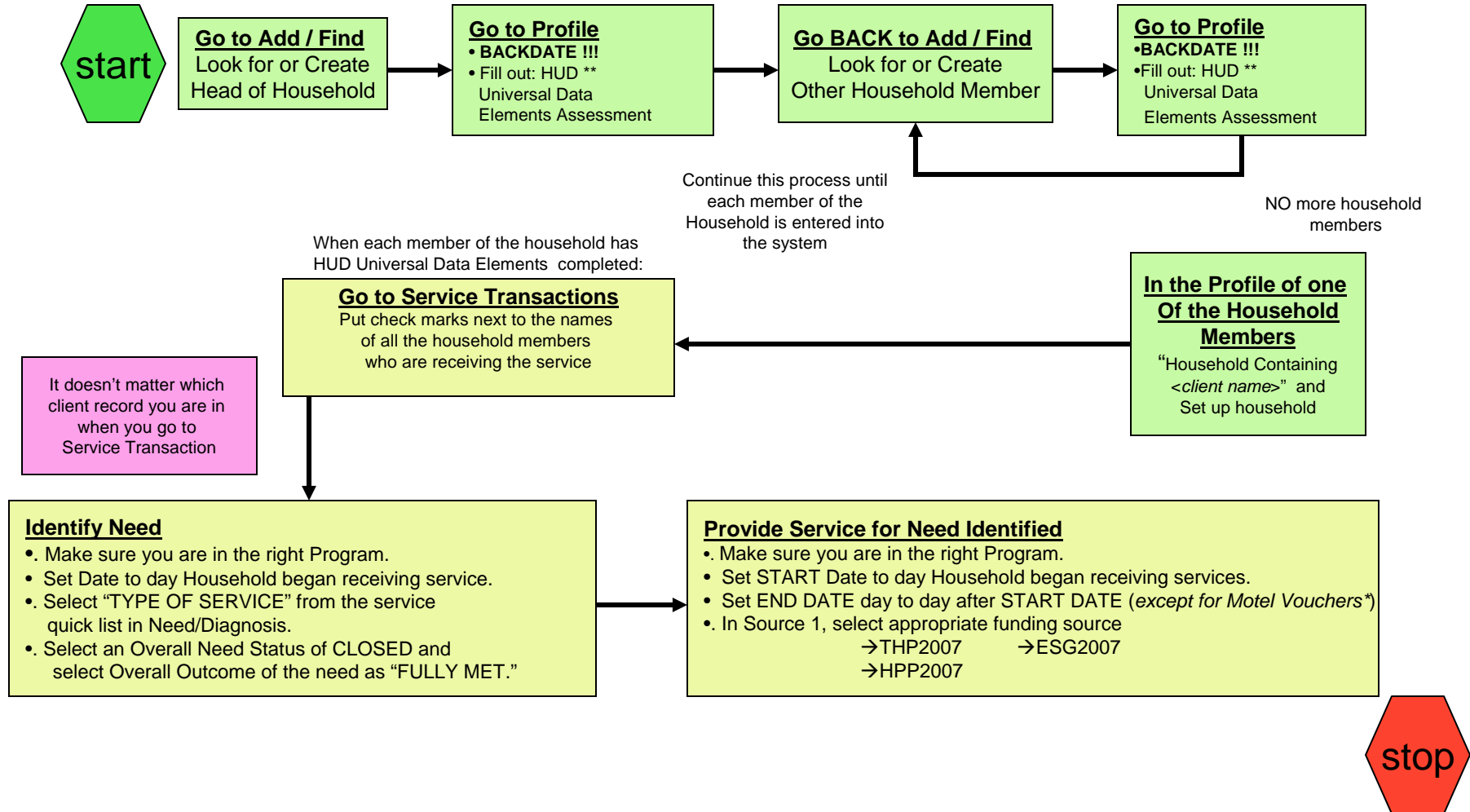


# Creating a Service Record for a Household

Make sure to **BACKDATE**



\* For Motel Vouchers the END DATE should be when the voucher expires.  
For example a 5 day voucher given on 05/15/2006 would have an END DATE of 05/20/2006.

\*\* Some agencies fill out assessments unique to their agency or to their continua. These Assessments should be completed instead of the HUD Universal Data Elements Assessment.